

**IT WORKFORCE
COMMITTEE MEEETING
01/16/03**

Present

Kathy Ryan
Chuck Conner
Bill Vance
Peter Long
Roz Hoid
Kathy Comba

Received a response from Jeanne Greene from the Department of Personnel on the request for Occupational Studies. Chuck has spoken to various individual and it appears that there are problems with the Computer Network Specialist (CNS), Computer Network Technician (CNT), Information Systems Specialists (ISS) and Systems Programmers (SP). This committee feels the areas to look at should be the ISS, Networks, Systems, Database and the Operations groups.

For this request for an Occupational Study, paperwork on a variety of recent NPD 19's, in which the applicant(s) does not necessarily meet the requirements of job classification but does not fit any other classification either.

The IT Subcommittee would need to list those classifications that there are issues with, define the problems with the class (i.e.: broaden the specifications, create a new class, etc.). With broader specification within the class would allow for more flexibility in the class. The specific requirements could be called out in the request to fill the position. The Department of Personnel would like to have broader skills with fewer classifications.

We need to be able to fit individuals into better job descriptions. If a position doesn't fit the functions needed, perhaps a request to personnel to create a new classification for that particular position would be needed. We also need to be sure that qualified individuals are properly fitted into actual positions.

There are two positions that the IT Workforce is looking into requesting State Personnel to create: the IT Support Specialist and the IT Help Desk. Donna Crutcher with the Security Department will bring up the proposed Security Officer position with the Department of Personnel.

Maybe a revision of the specifications would be needed and not an Occupational Study. We would need to come up with what we feel would be pertinent job functions to current specifications. Currently the NPD 19 committee is dealing with positions that are requesting reclassifications that don't fit ANY spec. An Occupational Study would not be needed to create a new position. The request would need to be posed to the Personnel Department.

Peter Long indicates that if there is a position that doesn't fit any classification, there are other alternatives.

Another issue that was brought up was the need for selective criteria for the lay-off lists. There is a lot of historical data on positions within departments as to what the departments needs are for specific positions.

Chuck Conner will draft a letter to Jeanne Greene of the Department of Personnel. This letter will be forwarded for review to the IT Workforce prior to release for their review, comments. This letter will also address the need for an Occupational Study prior to 2010.

The IT Workforce will not meet again until sometime in April/May.